

INSTITUTE FOR EARTH PHYSICS AND SPACE SCIENCE ORGANISATIONAL AND OPERATIONAL REGULATIONS

CHAPTER I

RESEARCH INSTITUTE LEGAL STATUS, ACTIVITIES, AND OPERATION

1. § Research Institute Legal status

1. Institute for Earth Physics and Space Science (hereinafter: HUN-REN FI or Research Institute HUN-REN Hungarian Research Network on Act XCI of 2024 (hereinafter: HUN-REN Act) a legal entity with special status HUN-REN Hungarian Research Network (hereinafter: HUN-REN) scientific research and innovation activities performing, with independent legal personality organisational unit, a research and knowledge-transfer organisation performing public duties, research institution.
2. FI under the provisions of the HUN-REN Act is the legal successor in respect of all rights and obligations of the HUN-REN Institute for Earth Physics and Space Science budgetary body (central registry identification number (PIR): 846079, date of establishment: 1 April 2021).
3. Belonging to the HUN-REN Hungarian Research Network, HUN-REN FI with its own founding charter, independent assets, an independent bank account and tax number, with an organisation and budget separate from HUN-REN; within the framework defined by the Governing Board, based on applicable legislation and internal regulations, it is authorised to manage its finances; it applies for grants in its own name, receives grant funding, concludes civil and other contracts, and the revenues deriving therefrom – in accordance with the internal regulations of HUN-REN – authorised to decides itself, HUN-REN FI employee employer rights over HUN-REN FI employees are exercised by its Director General.
4. HUN-REN FI, as a research institution and organisational unit with independent legal personality, operates in accordance with the HUN-REN Act, the founding charter of HUN-REN, the Research Institute founding charter, the HUN-REN Organisational and Operational Regulations (hereinafter: HUN-REN OOR), these Organisational and Operational Regulations (hereinafter: HUN-REN FI OOR), as well as the internal regulations of HUN-REN and its own internal regulations and other relevant legislation, and carries out its activities independently, operating and performing its duties in the organisational structure defined in its founding charter and a HUN-REN FI OOR in the HUN-REN FI OOR.

2.§ HUN-REN FI Institute history and predecessors

1. The Geophysical Research Laboratory established by Resolution No. 1005/1955 (I.13.) of the Council of Ministers and the Geodetic Research Laboratory established by Instruction No. 3/1955 MTA (A.K.3.) of the President of the Hungarian Academy of Sciences (hereinafter: MTA) were merged – under the authorisation of Resolution No. 1004/1971 (II.16) of the Hungarian Revolutionary Workers' and Peasants' Government and pursuant

- to Secretary-General Instruction No. 4/1971 MTA-F. (A.K. 5) – to form the MTA Geodetic and Geophysical Research Institute.
2. By Resolution No. 2.1.6 of the May 1997 General Assembly of the Hungarian Academy of Sciences, the Research Institute became part of the MTA Earth Science Research Centre association; its legal status did not change.
 3. Resolution No. 28 of the General Assembly of the Hungarian Academy of Sciences of 4 May 2004 changed its name to MTA Geodetic and Geophysical Research Institute.
 4. Based on the resolution of the extraordinary General Assembly of the MTA in December 2011, the Research Institute – by merger – became an organisational unit of the MTA Research Centre for Astronomy and Earth Sciences (MTA CSFK) under the name Institute of Geodesy and Geophysics (together with the MTA Geographical Research Institute, the MTA Geochemical Research Institute and the MTA Konkoly Thege Miklós Astronomical Research Institute). In 2019, CSFK was transferred from the MTA to the supervision of the Secretariat of the Eötvös Loránd Research Network (hereinafter: ELKH Secretariat). Pursuant to Resolution No. 63/2020 (XI. 24) of the Governing Board of the ELKH Secretariat, the organisational unit of the Institute of Geodesy and Geophysics separated from the Research Centre for Astronomy and Earth Sciences and continued its operation as an independent central budgetary body within ELKH from 1 April 2021.
 5. The Research Institute operated from 1 April 2021 as an independent legal entity and budgetary body within the Eötvös Loránd Research Network under the Eötvös Loránd Research Network Secretariat, from 1 September 2023 within the Hungarian Research Network under the Hungarian Research Network Secretariat, and from 1 January 2024 under the HUN-REN Centre pursuant to Section 9 of Act CXCV of 2011 of the Act on Public Finances.
 6. HUN-REN FI's predecessor is the HUN-REN Institute for Earth Physics and Space Science budgetary body (central registry identification number (PIR): 846079, date of establishment: 1 April 2021).
 7. HUN-REN FI is an organisational unit with independent legal personality of HUN-REN as a legal entity with special status, which was registered by the Budapest-Capital Regional Court on 27 October 2025, and whose publication in the national register of civil organisations, the entry into force of the decision, and the obtaining of its tax number took place on 29 October 2025.

3.§ Basic data of HUN-REN FI

1. HUN-REN FI's basic data are contained in its founding charter.
2. The main identification data of HUN-REN FI:
 - a) HUN-REN FI statistical identification number: 19426206-7210-599-08
 - b) HUN-REN FI tax number: 19426206-2-08
 - c) HUN-REN FI account-holding financial institution: Hungarian State Treasury
 - d) HUN-REN FI bank account number: 10033001-00008119-01010018

- e) HUN-REN FI's (court) registration number: 01-08-0000006
 - f) A Budapest-Capital Regional Court HUN-REN FI registration decision date: 27 October 2025 (date of entry into force: 29 October 2025)
 - g) Date of current founding charter: 29 September 2025
 - h) Current founding charter is Annex No. 7 to the founding charter of the HUN-REN Hungarian Research Network
3. FI's registered seat pursuant to point 2.3 of its founding charter: 9400 Sopron, Csatkai Endre utca 6-8.
4. FI's sites pursuant to point 2.4 of its founding charter:

	Name of site	Address of site
1.	Kövesligethy Radó Seismological Observatory	1112 Budapest, Meredek utca 18.
2.	Alomhegy Geodetic Measurement Tower	9400 Sopron, Alomhegy utca 1.
3.	Széchenyi István Geophysical Observatory	9493 Fertőboz, Erdősor 1.
4.	Sopronbánfalva Observatory	9400 Sopron, 7579 hrsz.
5.	Tihany Geophysical Observatory (main building)	8237 Tihany, Kossuth Lajos utca 91.
6.	Tihany Geophysical Observatory (geoelectromagnetic measurement site)	8237 Tihany, Cserhegy utca 1.

- 5. Research Institute hivatalos honlapja: <https://epss.hun-ren.hu/>
- 6. Research Institute's email address: titkarsag@epss.hun-ren.hu

4.§ HUN-REN FI Activities

1. HUN-REN EPSS is a research and knowledge transfer organization within the meaning of Section 3(16a) of Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: the “RDI Act”), and carries out this activity as a non-profit organization performing public duties.
2. HUN-REN EPSS performs its activities independently in accordance with the HUN-REN Act, the HUN-REN Founding Charter, and the Founding Charter of HUN-REN EPSS. In its scientific and administrative governance, the Governing Board of HUN-REN, the President of HUN-REN, the Chief Executive Officer of HUN-REN, and the Vice President responsible for the relevant scientific field participate in accordance with the HUN-REN Act and the internal regulations of HUN-REN. The legality and compliance of the financial management of HUN-REN EPSS are supervised by the Supervisory Board of HUN-REN, the central organizational unit of HUN-REN responsible for internal audit, and other bodies and authorities as prescribed by law.

3. HUN-REN EPSS is headed by the Director General. Pursuant to the applicable legislation and Section 5.2(a) and (d) of the Founding Charter of HUN-REN EPSS, the Director General is the executive and legal representative of HUN-REN EPSS, with general and independent authority of representation.
4. Within the scientific and research fields set out in its Founding Charter, HUN-REN EPSS performs the tasks defined in the HUN-REN Act, the HUN-REN Founding Charter, and the Founding Charter of HUN-REN EPSS, on the basis of the objectives and mission set out in the HUN-REN Act.
5. The principal activity of the Research Institute, pursuant to Section 4.1 of its Founding Charter, is the observation, study, and research of natural phenomena of planet Earth and its cosmic environment, with the aim of contributing to the development of the national economy and universal science, to natural resource management, and to the assessment of seismological, geodynamic, crustal structural, geomagnetic, lithosphere-physical, atmospheric-physical, space-weather-related, and other geophysical risks in the Carpathian-Pannonian region, as well as to the mitigation of their consequences.
6. Within the scope of its principal activity, pursuant to Section 4.2 of its Founding Charter, HUN-REN EPSS engages in the following scientific fields and research tasks:
 - a) in the field of Earth observation: observation of physical and geochemical processes occurring on, and represented across, the entire surface of the planet and in the atmosphere, using spaceborne instruments, other remote sensing methods, and field and laboratory observations; production and interpretation of derived data; numerical modelling of processes; development and maintenance of databases for monitoring natural and anthropogenic geological and geomorphological processes in the Carpathian-Pannonian region; and development of tectonic and geoenergetic applications;
 - b) in the field of geodesy: observation of the Earth's time-varying gravity field and shape, and their geodynamic interpretation and modelling on the basis of terrestrial and satellite data as well as observatory time series, thereby supporting the definition and refinement of reference systems necessary for the observation of various terrestrial phenomena;
 - c) in the field of geomagnetism: observation and modelling of the Earth's magnetic field and geomagnetic induction for the purpose of understanding the physical state and processes of the spatial region extending from the Earth's core to the boundary of the magnetosphere; maintenance and operation of the research infrastructure related to this activity, in particular the geomagnetic measurement systems of the István Széchenyi Geophysical Observatory and the Tihany Geophysical Observatory, maintenance of the national geomagnetic measuring network, performance of quantitative in situ observations at individual sites, and provision of national and international public geomagnetic data services;
 - d) in the field of atmospheric physics: investigation, quantitative characterization, and interpretation of the physical properties and chemical composition of planetary atmospheres, primarily the Earth's atmosphere, and the changes related thereto; and, in connection with this activity, operation of atmospheric physics and

meteorological measurement systems and performance of observations in the observatories and external measurement stations of the Research Institute;

e) in the field of lithosphere physics: geochemical investigation of the lithosphere-asthenosphere and the bio-, hydro-, and atmosphere system, with particular regard to fluids and their role primarily in the plate tectonic processes of the Carpathian-Pannonian region and in the global cycles of the light elements (C, H, S, N, O), especially with respect to their effects on climate change and the stress conditions of the lithosphere;

f) in the field of seismology: operation of the Hungarian National Seismological Network; research into the seismicity, structure, and geodynamic processes of the Earth, and within it the Carpathian-Pannonian region; and basic and applied research related to earthquake hazard;

g) in the field of space research and space technology: observation, modelling, and interpretation, using satellite and ground-based instruments, of the processes of Sun-Earth physical interaction and the state of the Earth's cosmic environment (space weather), for the purposes of basic research and the development of space weather and space technology applications.

7. Other tasks related to the principal activity of HUN-REN EPSS, pursuant to Section 4.3 of its Founding Charter, are as follows:

a) providing public-purpose services;

b) building databases;

c) publishing scientific, professional, and science communication publications and issuing such publications;

d) supporting the broad communication of scientific results and carrying out science communication tasks;

e) cooperating with domestic research institutions and conducting joint research with them; maintaining and establishing relations with scientific institutions in other countries and with international scientific associations; promoting the presence of Hungarian research within its principal activities in international scientific life;

f) organizing domestic and international scientific programmes and conferences;

g) encouraging and supporting the social and economic utilization of the results of scientific research;

h) participating in educational activities in cooperation with higher education institutions and carrying out joint research, training, and further training tasks;

i) providing research opportunities within the framework of domestic and international cooperation;

j) developing instruments and tools necessary for the performance of its tasks;

k) selling instruments and data in support of its principal activities;

l) operating a specialist library;

m) offering domestic and international services related to its research;

n) promoting the development of international scientific relations;

o) keeping records of the real estate in its use and performing operation and maintenance tasks related thereto;

p) operating and maintaining research infrastructure and procuring research instruments and materials.

8. The classification of the Research Institute's activities according to TEÁOR'25, based on Section 4.4 of the Founding Charter of HUN-REN EPSS:

TEÁOR code – Main activity

7210 Natural sciences and engineering research and experimental development

TEÁOR codes – Other activities

1. 0910 Support activities for petroleum and natural gas extraction
2. 0990 Support activities for other mining and quarrying
3. 1812 Printing (except newspapers)
4. 1813 Pre-press and pre-media services
5. 1820 Reproduction of recorded media
6. 2551 Treatment and coating of metals
7. 2553 Machining
8. 2563 Manufacture of tools
9. 2611 Manufacture of electronic components
10. 2612 Manufacture of loaded electronic boards
11. 2630 Manufacture of communication equipment
12. 2651 Manufacture of instruments and appliances for measuring, testing and navigation
13. 2670 Manufacture of optical instruments and photographic equipment; manufacture of magnetic and optical media
14. 2711 Manufacture of electric motors, generators and transformers
15. 2712 Manufacture of electricity distribution and control apparatus
16. 2790 Manufacture of other electrical equipment
17. 3031 Manufacture of civil aircraft and spacecraft
18. 3299 Other manufacturing n.e.c.
19. 3313 Repair and maintenance of electronic and optical equipment
20. 3316 Repair and maintenance of civil aircraft and spacecraft
21. 4712 Retail sale in non-specialized stores with non-food predominating
22. 4761 Retail sale of books in specialized stores
23. 4769 Retail sale of cultural and recreation goods n.e.c. in specialized stores
24. 5510 Hotels and similar accommodation
25. 5520 Holiday and other short-stay accommodation
26. 5530 Camping grounds, recreational vehicle parks and trailer parks
27. 5590 Other accommodation
28. 5811 Book publishing
29. 5813 Publishing of journals and periodicals
30. 5819 Other publishing activities (except software publishing)
31. 5911 Motion picture, video and television programme production activities
32. 5912 Motion picture, video and television programme post-production activities
33. 5920 Sound recording and music publishing activities
34. 6010 Radio broadcasting and audio content distribution
35. 6039 Other content distribution activities
36. 6210 Computer programming activities
37. 6220 Information technology consultancy and management of computer facilities and systems
38. 6290 Other information technology and computer service activities
39. 6310 Data processing, hosting and related activities

40. 6820 Renting and operating of own or leased real estate
 41. 7112 Engineering activities and related technical consultancy
 42. 7120 Technical testing and analysis
 43. 7330 Public relations activities
 44. 7412 Graphic design and visual communication
 45. 7420 Photographic activities
 46. 7430 Translation and interpretation activities
 47. 7499 Other professional, scientific and technical activities n.e.c.
 48. 7739 Renting and leasing of other machinery, equipment and tangible goods
 49. 7740 Leasing of intellectual property and similar products, except copyrighted works
 50. 7820 Temporary employment agency activities and other human resources provision
 51. 8210 Office administrative and support activities
 52. 8230 Organization of conventions and trade shows
 53. 8422 Defence activities
 54. 8424 Public order and safety activities
 55. 8559 Other education n.e.c.
 56. 9111 Library activities
 57. 9112 Archives activities
 58. 9121 Museum activities
 59. 9122 Operation of historical sites and buildings and similar visitor attractions
 60. 9130 Activities supporting the preservation and restoration of cultural heritage
 61. 9311 Operation of sports facilities
 62. 9329 Other amusement and recreation activities n.e.c.
 63. 9510 Repair and maintenance of computers and communication equipment
8. Within the framework set out in its Founding Charter, HUN-REN EPSS participates autonomously in the performance of HUN-REN's public duties.
9. HUN-REN EPSS may provide public-purpose services related to its research activities, in particular in the following fields and activities:
- a) Hungarian National Seismological Network;
 - b) space weather observation and forecasting;
 - c) geomagnetic monitoring;
 - d) satellite and observatory-based Earth observation;
 - e) atmospheric physics monitoring;
 - f) operation of Integrated Geodynamic Stations in the Carpathian Basin.
11. In accordance with legislation, the Founding Charter of HUN-REN, the Founding Charter of HUN-REN EPSS, and the internal regulations of HUN-REN, HUN-REN EPSS may also utilize its capacities and infrastructure in the field of scientific research within the framework of business activities.
12. HUN-REN EPSS shall prepare an annual business plan and budget in respect of its financial management, as well as an annual report on their implementation; these shall be adopted by the Governing Board of HUN-REN upon proposal by the President of HUN-REN, taking into account the opinion of the Supervisory Board of HUN-REN.

5. § Financial Management of HUN-REN EPSS

- 1.** HUN-REN EPSS shall independently manage the funds, other assets, its own property, or entrusted assets made available to it in accordance with the provisions laid down in the HUN-REN Act, the RDI Act, and the internal regulations, without prejudice to the requirements of responsible management.
- 2.** HUN-REN EPSS has independent assets and may use its assets exclusively for carrying out activities related to the public duties defined in Section 1(2) of the HUN-REN Act. In this context, HUN-REN EPSS may carry out economic activities in line with the market economy investor principle, provided that such activities do not endanger the performance of its public duties. It may not distribute the profit derived from its economic activities and may use such profit only in connection with its public duties. The costs and revenues of such economic activities shall be recorded separately in its accounts.
- 3.** Pursuant to the Founding Charter of HUN-REN, the Governing Board of HUN-REN decides on the establishment, reorganization, termination, or sale of a business association, other organization, or legal person by HUN-REN EPSS or with the participation of HUN-REN EPSS, provided that the combined capital contribution of HUN-REN EPSS, or of HUN-REN and HUN-REN EPSS together, in the business association, other organization, or legal person concerned exceeds HUF 250,000,000. The Director General shall submit any such proposal to the President of HUN-REN, who shall request a decision from the Governing Board of HUN-REN. In other respects, the Governing Board of HUN-REN may determine further rules concerning the asset management of HUN-REN EPSS pursuant to the HUN-REN Act.

6. § Rules Relating to Property

- 1.** Pursuant to the HUN-REN Act, the own property of HUN-REN EPSS, over which it also exercises ownership rights, comprises all movable and immovable assets and proprietary rights, including rights related to intellectual creations, ownership interests in undertakings, and other rights (hereinafter: “own property”), that were transferred to HUN-REN EPSS from its legal predecessor by way of universal succession on 29 October 2025 pursuant to the provisions of the HUN-REN Act, or to which it is otherwise entitled.
- 2.** Assets and proprietary rights acquired by HUN-REN EPSS after 29 October 2025 for consideration or free of charge as owner, including rights related to intellectual creations, as well as interests in commercialization and other undertakings that do not belong to the scope of state ownership, shall also form part of the own property of HUN-REN EPSS.
- 3.** Ownership rights over state-owned assets under the asset management or in the use of HUN-REN EPSS shall, unless otherwise provided by law, be exercised by Hungarian National Asset Management Inc. (MNV Zrt.) or the body or organization designated for that purpose.
- 4.** The use of movable and immovable property owned by the Hungarian Academy of Sciences (MTA), and the conditions for disposing of such assets, shall be governed by the provisions of the bilateral agreements in force between HUN-REN EPSS and the MTA, or, where the agreement had more than two contracting parties, the applicable multilateral agreements.

5. In addition to the assets referred to in points 3 and 4, third-party property shall also mean all assets that HUN-REN EPSS temporarily uses or manages, on the basis of an agreement concluded with a third party, for the purpose of carrying out its public duties and other related tasks under the HUN-REN Act and its Founding Charter, in accordance with the provisions of the HUN-REN Act, subject to the fulfilment of the conditions laid down therein, and, where necessary, in accordance with the rules set out in resolutions of the Governing Board of HUN-REN. The use of such assets shall be governed by the provisions of the relevant agreements.

6. In accordance with the provisions of the HUN-REN Act, HUN-REN EPSS may use its property, including its immovable property, as well as the real estate designated in its Founding Charter as its registered seat or premises, for carrying out the activities specified in its Founding Charter.

7. § Provisions Relating to Employment

1. Employer's rights over the Director General of the Research Institute shall be exercised by the President of HUN-REN.

2. The salary and other benefits of the Director General of the Research Institute shall be planned for and provided in the business plan and budget of the Research Institute, and all reporting, declaration, payroll, and other administrative obligations related to the Director General's employment relationship shall be borne by the Research Institute.

3. Employer's rights over the employees of HUN-REN EPSS shall be exercised by the Director General.

4. HUN-REN EPSS shall exercise all employer's rights and fulfil all obligations related to the employment relationships of HUN-REN EPSS employees, including the payment of all remuneration arising from employment and the fulfilment of all statutory registration, notification, and data reporting obligations vis-à-vis the authorities.

5. HUN-REN EPSS shall participate in any litigation, non-litigious proceedings, or other legal disputes related to the HUN-REN employment relationships of HUN-REN EPSS employees, and shall bear and facilitate compliance with the legal consequences arising from or related to such proceedings, and shall be entitled to enforce the rights and claims arising therefrom, provided that it shall also arrange for legal representation itself. The provisions of this point shall apply irrespective of whether the participation of HUN-REN in the dispute or proceedings is necessary or advisable for any reason. HUN-REN and the Research Institute may depart from the provisions of this point if they expressly agree otherwise in a separate agreement.

6. The Director General of HUN-REN EPSS shall promptly, and thereafter continuously, inform the Chief Executive Officer of HUN-REN of any labor-related litigious or non-litigious proceedings involving the Research Institute that may materially harm or endanger the reputation of HUN-REN or HUN-REN EPSS, or that may attract significant press interest.

7. The Director General of HUN-REN EPSS may delegate certain employer's rights to another manager of the Research Institute, with the exceptions defined in this point, provided that employer's rights may not be delegated in respect of the Deputy Director General, the heads of thematic clusters, the Chief Financial Officer, the heads of independent organizational units and independent scientific research groups under the direct management and supervision of the Director General, and employees under the direct management and supervision of the Director General. In the case of the heads of scientific research groups, the Director General may delegate employer's rights to another manager of the Research Institute, except for the establishment, amendment, and termination of employment.

8. The Director General shall issue written provisions on the rules governing the delegation of certain employer's powers, taking into account the internal regulations of HUN-REN and the provisions of this Chapter; such provisions shall constitute Appendix 2 to the Organizational and Operational Rules of HUN-REN EPSS, and in the event of amendment shall be sent by the Director General to the Chief Executive Officer of HUN-REN for information.

9. In respect of a given employee, the Director General may at any time withdraw a delegated employer's power by individual decision, provided that the employee concerned and the person previously exercising the employer's power are informed thereof in writing in advance or, in urgent cases, without delay thereafter.

10. Employer's powers delegated by the Director General may not be further delegated.

11. The Director General shall directly manage and supervise the Deputy Director General, the cluster heads, the Chief Financial Officer, and, unless otherwise provided by the Organizational and Operational Rules of HUN-REN EPSS, the head of an independent organizational unit or the head of a research group operating as an independent organizational unit, as well as the employees. In addition, the Director General may, while informing the relevant supervising workplace manager, decide to exercise direct management over any other employee and may also assign tasks directly to any other employee.

12. In the Research Institute, the Director General shall, in accordance with the internal regulations of HUN-REN, ensure the performance of certain key positions or tasks, in particular tasks related to research utilization, tasks ensuring the application of state-of-the-art technologies, information security officer tasks, data protection liaison tasks, research data steward tasks, grant and project management tasks, tasks related to monitoring the public duty financing agreement, communication and public relations tasks, and tasks related to the establishment and operation of the internal control system.

13. At the Research Institute, certain newly created or vacated scientific positions shall be filled through a call for applications. The groups of scientific positions subject to the application system, the principles of the application procedure, and the general requirements for filling scientific positions shall be set out in the HUN-REN framework regulations on recruitment and employment, while the detailed provisions shall be contained in the recruitment and employment rules of the Research Institute. Exceptions may be made from the requirement to fill certain scientific positions through a call for applications, in accordance with the HUN-REN application regulations, where justified by the nature of the position or other objective circumstances. The framework application regulations may also authorize the

Director General to decide on exemptions from the application requirement in certain objective circumstances, in which case the Director General shall inform the President of HUN-REN. Calls for applications shall be published simultaneously on the websites of both HUN-REN EPSS and HUN-REN.

14. Further requirements relating to employment may be laid down in the HUN-REN framework employment regulations and in the employment regulations of the Research Institute.

8. § Use of Official and Publication Names

1. In all of its legal relationships and contacts, official and unofficial alike, and in its public appearances, HUN-REN EPSS shall use the names specified in point 2.

2. In publications and in the course of scientific activity and appearances, an employee of HUN-REN EPSS engaged in scientific activity shall indicate the Research Institute as follows:

- a) Name of the institute in Hungarian: **HUN-REN Földfizikai és Űrtudományi Kutatóintézet**; abbreviated Hungarian name: **HUN-REN FI**
- b) Foreign-language names:
 - English name: **HUN-REN Institute of Earth Physics and Space Science**
abbreviated English name: **HUN-REN EPSS**
 - German name: **HUN-REN Institut für Physik der Erde und Weltraumwissenschaft**
 - French name: **HUN-REN Institut de Physique du Globe et de Science Spatiale**
 - Russian name: **HUN-REN Институт Физики Земли и Космической Науки**
 - Chinese name: **HUN-REN 地球物理与空间科学研究所**

3. Due to the international recognition of the Kövesligethy Radó Seismological Observatory, staff members of the Seismological Observatory may also use the following affiliation:

- a) in Hungarian-language publications:
Kövesligethy Radó Szeizmológiai Obszervatórium, HUN-REN Földfizikai és Űrtudományi Kutatóintézet, Budapest
abbreviated: KRSZO, HUN-REN FI, Budapest
- b) in English-language publications:
Kövesligethy Radó Seismological Observatory, HUN-REN Institute of Earth Physics and Space Science, Budapest, Hungary
abbreviated: KRSO, HUN-REN EPSS, Budapest, Hungary

4. Due to the international recognition of the Tihany Geophysical Observatory, staff members at the Tihany site may also use the following affiliation:

- a) in Hungarian-language publications:
Tihanyi Geofizikai Obszervatórium, HUN-REN Földfizikai és Űrtudományi Kutatóintézet, Tihany
abbreviated: Tihanyi Geofizikai Obszervatórium, HUN-REN FI, Tihany
- b) in English-language publications:
Tihany Geophysical Observatory, HUN-REN Institute of Earth Physics and Space Science, Tihany, Hungary
abbreviated: Tihany Geophysical Observatory, HUN-REN EPSS, Tihany, Hungary

5. In publications, an employee of the Research Institute engaged in scientific activity may also indicate the scientific institute, research group, or scientific organizational unit in which they work.

CHAPTER II

MAIN RULES GOVERNING THE MANAGEMENT, ORGANIZATION, AND BODIES OF THE RESEARCH INSTITUTE

THE DIRECTOR GENERAL OF THE RESEARCH INSTITUTE AND OTHER MANAGERS

1. § The Director General

1. The Research Institute shall be headed by the Director General.
2. The Director General shall independently decide, under his or her personal responsibility, on matters affecting the activities and operation of HUN-REN EPSS. The Director General shall provide the general and full representation of the Research Institute. For the purpose of fulfilling the objectives and mission set out in Section 1(1)–(2) of the HUN-REN Act, the Director General shall manage and direct the Research Institute in compliance with the HUN-REN Founding Charter, the Founding Charter of the Research Institute, the Organizational and Operational Rules of HUN-REN and HUN-REN EPSS, and the internal regulations of HUN-REN.
3. The responsibilities of the Director General shall include, in particular:
 - 3.1 directing the development of the scientific strategy, research objectives, major thematic priorities, and research plans of the Research Institute, also in alignment with the Public Duty Financing Agreement (hereinafter: “PDFA”), making proposals concerning the network-level strategy and objectives of HUN-REN with regard to the scientific fields of the Research Institute, and ensuring the implementation of all of the above;
 - 3.2 being responsible for ensuring and developing the conditions necessary for scientific research;
 - 3.3 promoting the attraction of external funding to the Research Institute by strengthening grant activity, industrial relations, and market activities;
 - 3.4 encouraging the application of modern technologies in line with the latest methodological and technological principles;
 - 3.5 promoting the utilization of the scientific research results of the Research Institute, ensuring the conditions and the performance of the tasks necessary for this, and— in accordance with the internal regulations of HUN-REN and the Research Institute—deciding on the acceptance of the intellectual creations of the Research Institute and on the social or economic utilization of its intellectual property, taking into account that, pursuant to the

decision of the President of HUN-REN, the employer's rights and obligations relating to intellectual creations belong to the Research Institute;

3.6 promoting the professional development of the researchers of the Research Institute in accordance with the provisions of the HUN-REN researcher career model, and being responsible for the application and promotion of the researcher career model within the Research Institute;

3.7 being responsible for the annual definition of the Research Institute's commitments relating to the performance indicators of the PDFA and for facilitating their fulfilment, and participating in the PDFA monitoring process;

3.8 operating the performance measurement and evaluation system;

3.9 developing and expanding the international relations and international cooperation of the Research Institute, encouraging and supporting the participation of staff engaged in scientific activities in international scientific projects, programmes, and grant schemes, concluding international research and cooperation agreements on behalf of the Research Institute, and encouraging and directing the organization of the Research Institute's own international events;

3.10 encouraging and deciding on the participation of the Research Institute in grant schemes;

3.11 coordinating the formulation of positions on scientific matters within the principal activities of the Research Institute;

3.12 directing the participation of the Research Institute in domestic scientific cooperation;

3.13 promoting the importance of science and research and being responsible for communication concerning the activities of the Research Institute, in accordance with the internal regulations applicable to HUN-REN;

3.14 ensuring the provision of public-purpose services related to the research activities of the Research Institute;

3.15 being responsible for the financial management of the Research Institute in compliance with legislation, the decisions of the Governing Board of HUN-REN, and the internal regulations of HUN-REN and the Research Institute, and for the preparation and implementation of its business plan and budget, including detailed allocation of resources, such as developments, staffing and wage management, or any amendments thereto; furthermore, being responsible for the preparation and content of the annual report of the Research Institute, as well as for the establishment of internal regulations related thereto;

3.16 exercising the power to undertake commitments and the authority to issue official documents, and deciding in internal regulations on the delegation and procedures of these powers within the Research Institute;

3.17 being responsible for the asset management of the Research Institute, ensuring the protection of movable, immovable, and intellectual assets, exercising ownership rights with HUN-REN FI OOR, adopted by the HUN-REN Governing Board: 25 March 2026.

regard to the assets of the Research Institute, and deciding in internal regulations on the delegation of such powers;

3.18 being responsible for the business activities of the Research Institute and exercising ownership rights over companies owned by the Research Institute; this right may not be delegated to another manager of the Research Institute;

3.19 ensuring and supervising the lawful and proper operation of the Research Institute in accordance with legislation, resolutions of the Governing Board of HUN-REN, and the internal regulations of HUN-REN and the Research Institute; in this context, establishing and operating the internal control system and cooperating with the organizational unit responsible for the internal audit of HUN-REN, the Supervisory Board, and other authorities during their inspections;

3.20 being responsible, with regard to the Research Institute, for fulfilling the obligations laid down in the Act on informational self-determination and freedom of information;

3.21 being responsible for strengthening synergies among HUN-REN research institutions and for the introduction, operation, and application of network-level systems, procedures, practices, and tools serving efficiency and cost-effectiveness from the perspective of the operation of the network as a whole;

3.22 chairing the Management Meeting of the Research Institute and, having regard to legislation, the resolutions of the Governing Board of HUN-REN, and the internal regulations of HUN-REN, deciding on the establishment of other bodies and committees supporting the activities of the Research Institute and ensuring their operation;

3.23 issuing the internal regulations of the Research Institute, taking into account legislation, the resolutions of the Governing Board of HUN-REN, and the internal regulations of HUN-REN;

3.24 being responsible for maintaining continuous contact with the leaders and bodies of HUN-REN; providing information and cooperating on scientific and operational matters with the President of HUN-REN, the Vice Presidents responsible for scientific fields, and the Chief Executive Officer of HUN-REN;

3.25 ensuring the development of the objectives, mission, tasks, and operation of HUN-REN, as well as the fulfilment of data requests made by the President and the Chief Executive Officer of HUN-REN or by the central organizational units in order to monitor the activities of the Research Institute; ensuring the continuous cooperation of the organizational units of the Research Institute with the President, the Chief Executive Officer, and the central organizational units of HUN-REN, and compliance with professional guidelines related to operation;

3.26 exercising ownership, founder's, supervisory, and contributor's rights over companies falling under the ownership control of HUN-REN EPSS on the basis of legislation or agreement; this right may not be delegated to another manager of HUN-REN EPSS;

3.27 being responsible for all matters assigned to his or her competence by legislation, internal regulations, or by the President of HUN-REN in his or her capacity as employer.

4. In the event of the Director General's absence, incapacity, or disqualification due to involvement—unless otherwise provided by law, an internal regulation of HUN-REN, the Organizational and Operational Rules of HUN-REN EPSS, or an individual decision of the Director General—the Deputy Director General shall substitute for the Director General in a general capacity and with full authority, both in his or her duties (scientific and organizational management) and in the representation of the Research Institute. In certain matters, in accordance with legislation, the internal regulations of HUN-REN, the rules of the Organizational and Operational Rules of HUN-REN EPSS, or the Director General's individual written decision, the Director General may also be substituted by one of the heads of the thematic clusters or another manager of the Research Institute in accordance with the relevant functions and powers.

5. The Director General may delegate his or her managerial authority, or part of it, to another manager of the Research Institute, unless otherwise provided by law, an internal regulation of HUN-REN, or the Organizational and Operational Rules of HUN-REN EPSS; however, this shall not affect the Director General's responsibility for the performance of the task.

6. The Director General may delegate his or her authority of representation in writing, either generally or in an individual case, in accordance with the provisions of the Organizational and Operational Rules of HUN-REN EPSS, with a precise indication of the power concerned and the task to be performed.

2. § Other Managers of the Research Institute

1. Other organizational managers of HUN-REN EPSS are: the Deputy Director General, the head of a thematic cluster, and the Chief Financial Officer. It is the decision of the Director General to determine which positions shall qualify as executive positions within the meaning of Section 208(2) of Act I of 2012 on the Labour Code (hereinafter: the "Labour Code").

2. Within the organization of HUN-REN EPSS, independent scientific organizational units (e.g. observatory, laboratory, station, network, etc.), as well as independent organizational units performing technical and operational support functions for scientific work (e.g. department) (hereinafter: "operational organizational units"), shall be headed by a manager or coordinator.

3. Where relevant within the organization, the head of scientific research groups operating either as independent or non-independent organizational units shall be the research group leader.

3.§ The Deputy Director General

1. The Deputy Director General shall serve as the general substitute of the Director General both in his or her duties (scientific and organizational management) and in the representation of the Research Institute.

2. In matters falling within his or her competence—unless otherwise provided in writing by the Director General—the Deputy Director General shall represent the Research Institute before authorities, other institutions, economic actors, and private individuals. In these matters, the Deputy Director General shall have authority to issue official documents. The Deputy Director General shall continuously inform the Director General of his or her measures.
3. In accordance with the provisions of the Organizational and Operational Rules of HUN-REN EPSS, the Deputy Director General may head and direct independent organizational units and may exercise employer’s rights over the employees of such organizational units in accordance with the provisions of the Organizational and Operational Rules of HUN-REN EPSS and Appendix 2 thereof.
4. In performing his or her duties, the Deputy Director General shall continuously cooperate with the heads of the thematic clusters, the Chief Financial Officer, and the heads of other independent organizational units.
5. The Deputy Director General shall assist the Director General in the performance of his or her duties, in particular in coordination among organizational units, in harmonizing activities, and in ensuring the effective performance of public duties under the HUN-REN Act. The detailed tasks of the Deputy Director General are set out in the Annex to the Organizational and Operational Rules of HUN-REN EPSS.

4. § The Heads of Thematic Clusters and the Chief Financial Officer

1. The Research Institute shall have managers responsible for scientific and operational fields. At HUN-REN EPSS, these managers are the heads of thematic clusters and the Chief Financial Officer.
2. The heads of thematic clusters and the Chief Financial Officer shall perform their duties under the direction and supervision of the Director General, unless otherwise provided by decision of the Director General or by the Organizational and Operational Rules of HUN-REN EPSS. The heads of thematic clusters and the Chief Financial Officer may independently represent HUN-REN EPSS within the scope determined by the Director General.
3. The heads of thematic clusters and the Chief Financial Officer shall be obliged to cooperate continuously with one another and with the Deputy Director General, and to keep the Director General informed.
4. The heads of thematic clusters and the Chief Financial Officer may exercise employer’s rights over the heads and employees of the organizational units under their direction and supervision in accordance with the provisions of the Organizational and Operational Rules of HUN-REN EPSS and Appendix 2 thereof. They shall direct and supervise the work of the organizational units subordinate to them and of their heads.
5. The duties of the head of a thematic cluster shall include, in line with the objectives and tasks of the Research Institute, planning and directing the strategy, priorities, and research

activities of the cluster; ensuring research infrastructure and research effectiveness; promoting the utilization of research results; supporting the researcher career path and the professional development of employees; monitoring and evaluating performance; developing international relations; ensuring lawful and economical management of the resources entrusted to him or her; and maintaining work discipline.

6. The duties of the Chief Financial Officer shall include directing and supervising the financial management activities of HUN-REN EPSS, in particular performing tasks related to financial and economic planning, implementation, reporting, procurement, public procurement, bookkeeping, control, asset management, public service provision, and business activities in connection with the operation and functioning of the Research Institute, in accordance with legislation and the internal regulations of HUN-REN.

7. In accordance with legislation and the internal regulations of HUN-REN, the Chief Financial Officer shall be responsible, within the framework of the Research Institute's resources, for defining and ensuring the conditions for efficient and economical financial management. To this end, he or she shall propose measures facilitating this objective and the issuance of internal regulations by the Director General, and shall take measures or call for measures to be taken within the Research Institute.

8. Unless otherwise provided by the Annex to the Organizational and Operational Rules of HUN-REN EPSS concerning the detailed rules governing the management and organizational units of the Research Institute, the Chief Financial Officer shall direct and supervise the tasks of the Research Institute relating to legal and human resource matters.

9. With regard to the rights and responsibilities of the Chief Financial Officer not mentioned in the Organizational and Operational Rules of HUN-REN EPSS, the relevant legal provisions shall apply.

10. The work of the Chief Financial Officer may also be directed and supervised by the Deputy Director General, depending on the decision of the Director General and in accordance with the detailed rules set out in the Annex to the Organizational and Operational Rules of HUN-REN EPSS. In matters affecting the HUN-REN network as a whole, the Chief Financial Officer shall act having regard to the professional guidelines of the HUN-REN manager responsible for financial management tasks.

11. The financial countersignature of the Chief Financial Officer, or of an employee designated by him or her in writing, shall be required for the issuance of any document, contract, commitment, legal declaration, etc. (hereinafter collectively: "document") specified in legislation or internal regulations, in particular where it relates to the bearing of costs for tasks not included in the approved plans of the Research Institute, or where it concerns the transfer or sale of the Research Institute's tangible assets.

12. The hiring of employees of the Research Institute, amendments to employment contracts, and termination of employment shall be subject to the financial countersignature of the Chief Financial Officer.

13. The detailed duties and powers of the heads of thematic clusters and the Chief Financial Officer, as well as the rules relating to the organizational units directed and supervised by HUN-REN FI OOR, adopted by the HUN-REN Governing Board: 25 March 2026.

them, shall be set out in the Annex to the Organizational and Operational Rules of HUN-REN EPSS.

5. § Head of the Director General’s Secretariat and Operations Department

1. The Head of the Director General’s Secretariat and Operations Department (hereinafter: the “Head of Secretariat”) shall perform his or her duties under the direction and supervision of the Director General.

2. The Head of the Director General’s Secretariat and Operations Department shall support the work of the Director General and contribute to ensuring the lawful, efficient, and effective scientific and operational functioning of the Research Institute. His or her duties shall include preparing decisions of the Director General, coordinating the administrative activities of the Research Institute, performing tasks related to the operation of the Research Institute, monitoring the functioning of the bodies and committees of the Research Institute, facilitating communication within the Research Institute, supporting cooperation among organizational units as necessary, and coordinating the implementation of tasks assigned by the Director General. He or she shall also assist grant-related processes and shall be responsible for coordinating briefings, data provision, and reports to be prepared for HUN-REN and other organizations.

6. § Heads of Other Organizational Units

The rules applicable to the heads of other scientific and operational organizational units operating within the Research Institute shall be set out in the Annex to the Organizational and Operational Rules of HUN-REN EPSS.

CHAPTER III

PROFESSIONAL AND FUNCTIONAL RELATIONSHIPS AND MANAGEMENT

1. § Communication and Cooperation

1. As a general rule, contact with the leaders and central organizational units of HUN-REN, its other research institutions, other institutions, authorities, economic and other organizations, and partners (hereinafter collectively for the purposes of this Chapter: “partners”) shall be maintained in the name and on behalf of HUN-REN EPSS by the Director General.

2. In the name and on behalf of the Research Institute, and as provided in the Organizational and Operational Rules of HUN-REN EPSS or on the basis of authorization by the Director General, the Deputy Director General, the heads of thematic clusters, the Chief Financial Officer, as well as the heads of other independent organizational units and designated employees, shall be entitled and obliged to maintain contact with partners within the scope of their duties and powers. Where they consult with partners, they shall inform the Director General and/or the Director General’s Secretariat thereof.

3. The Director General shall ensure that the organizational units of the Research Institute maintain continuous professional contact with the leaders and central organizational units of HUN-REN, fully comply with professional guidelines relating to operation in the course of their activities, observe deadlines, fulfil data requests, and actively and constructively participate in coordination meetings within the individual professional fields and in joint work in order to promote good practices and the network principle.

4. The detailed rules of contact with partners on the part of the Research Institute, including—also in accordance with the internal regulations of HUN-REN—the rules governing press and communication relations, may be laid down by the Director General in an internal regulation.

2. § Internal Regulations of the Research Institute

1. The internal regulations of the Director General of the Research Institute are normative or individual provisions laying down the detailed rules of the operation, internal processes, work organization, consultation and procedural order, and procedural matters of the Research Institute.

2. Internal regulations shall be issued by the Director General, in particular for the purposes of financial management, finance, document management, and the implementation of tasks prescribed by the internal regulations of HUN-REN. Any head of an independent organizational unit may propose the issuance of an internal regulation by the Director General by submitting the purpose and draft text thereof.

3. The forms of internal regulation may be as follows:

a) a **Director General's resolution**, being a regulation issued by the Director General which, on the basis of authorization in a resolution of the Governing Board and exclusively in accordance therewith, contains an amendment to or supplement of a resolution of the Governing Board;

b) a **regulation**, being a regulatory or management instrument issued by the Director General or the director, establishing generally applicable and binding rules, inter alia, concerning the operation, activities, conduct, or procedures of HUN-REN EPSS, and binding on the entire staff or—depending on the subject matter—on a defined organizational or personal scope;

c) a **guideline**, being a management instrument issued by the Director General or the director, intended to assist the interpretation, uniform application, and consistent or mutually coherent practical implementation of binding rules and institutional procedures;

d) an **instruction**, being a regulation issued by the Director General or the director, constituting an individual measure or decision in a specific matter or on an ad hoc basis, directed to a specific person, organizational unit, or the performance of a specific task or activity, particularly in connection with the exercise of employer's rights and concerning work performance, work organization, task performance, management, responsibilities, or other obligations arising from the employment relationship.

4. Internal regulations shall be binding on all organizational units and employees of HUN-REN EPSS unless they provide otherwise.

5. Rules binding on the employees of HUN-REN EPSS shall be published on the internal website of the Research Institute or the employees shall otherwise be informed thereof in the customary manner.

3. § Initiation of the Director General's Decisions and the Procedure for Preparing Submissions

1. The preparation of a given internal regulation or decision shall be the task of the organizational unit competent according to its duties and powers, or of the organizational unit designated by the Director General. In the course of preparation, the organizational unit shall be obliged to consult other organizational units, managers, and professional actors concerned according to their duties and powers, and to consider the comments received when formulating the proposal. Proposals shall be prepared in compliance with legislation, the internal regulations of HUN-REN, and other relevant internal regulations in force.

2. The draft shall be submitted for approval, through official channels, to the Director General via the Director General's Secretariat and Operations Department. If the proposal has financial, economic, or resource management implications, the involvement of the Chief Financial Officer shall be mandatory; if it entails direct expenditure, the financial countersignature confirming the availability of funds shall be mandatory.

3. The Director General may delegate his or her decision-making and approval powers to another manager of the Research Institute in accordance with the provisions of the Organizational and Operational Rules of HUN-REN EPSS. In such a case, the Director General shall be informed of the measures taken within the delegated competence.

CHAPTER IV

RESEARCH INSTITUTE

1.§ HUN-REN FI Organisational structure

1. HUN-REN FI organisational units HUN-REN FI OOR-defined in the HUN-REN FI OOR operate within their scope of tasks and authority within the framework of applicable legislation and the internal regulations of HUN-REN and the Research Institute. Scientific organisational units carry out their research activities with respect for academic freedom.

2. HUN-REN FI may be structured into clusters led by thematic area cluster heads, independent scientific organisational units (e.g. observatory, laboratory) and operational organisational units (e.g. division, secretariat). Scientific research groups operate within the scientific organisational units.

3. A scientific research group is a scientific-professional community established for a won grant, research topic or programme. Members may be persons in an employment relationship with the Research Institute, doctoral students, PhD researchers, visiting researchers or other contributors. Its operation is directed by the research group leader. The task of the research group is the effective performance of the research activity, including preparation and implementation of research project(s), participation in grants,

HUN-REN FI OOR, adopted by the HUN-REN Governing Board: 25 March 2026.

creation of scientific publications and other research results and intellectual creations, facilitating and implementing research exploitation. The research group may not make independent legal statements or undertake rights and obligations; legal statements related to its activities are made by the Director General or, based on the Director General's decision, by another manager of the Research Institute. Members of the research group participate in achieving the research institution's objectives and strive for scientific excellence.

4. For the duration of won grants and funding, or for the implementation of other projects and initiatives, ad hoc research groups and project groups may be established (hereinafter: project groups). A project group is a research group established for a specific duration for defined research objectives in a domestic and/or foreign grant call, vagy funding document, sponsorship agreement, agreement with a donor or other agreement or initiative. The project group consists of persons meeting the grant conditions and carries out its activities in accordance with the grant call, funding document and the institution's internal regulations, with particular regard to scientific tasks, proper use of resources, asset protection, and fulfilment of administrative and reporting obligations.
- 5.

2.§ HUN-REN FI Organisational units

1. HUN-REN FI, operating under the management and supervision of the Director General cluster units:
 - a) Earth Physics Cluster
 - b) Geospace Science Cluster
2. The list of infrastructure units belonging to HUN-REN FI's thematic area clusters and its operational organisational units is in the Annex to the HUN-REN FI OOR.
3. The detailed tasks of HUN-REN FI's scientific and operational organisational units, management rules and scope of authority are in the Annex to the HUN-REN FI OOR; the organisational chart is in Annex No. 1 to the HUN-REN FI OOR.

3.§ A HUN-REN FI General rules on governing bodies, committees and consultative forums of the Research Institute

1. The Director General is assisted by governing bodies or committees with advisory and proposal-making authority on matters relating to the Research Institute's activities, operation and management of the Research Institute. The establishment of governing bodies and committees may be prescribed by legislation or HUN-REN internal regulations, or the Director General may decide on this.
2. The opinion and proposals of governing bodies are not binding on the Director General, unless legislation provides otherwise.
3. The governing bodies and committees of HUN-REN FI include in particular the Management Meeting (MM), the HUN-REN FI Scientific Council (FISC), the Intellectual

Property Committee, and other bodies and committees as per the a HUN-REN FI OOR Annex.

4. The Director General or another manager of the Research Institute may convene a consultation, working meeting or ad hoc committee for complex professional matters, or may initiate establishment of a standing or ad hoc committee.

V. CHAPTER

INTERPRETIVE PROVISIONS

HUN-REN FI OOR or the purposes of the HUN-REN FI OOR:

1. HUN-REN internal regulations: the HUN-REN founding charter, the founding charter of the research institution, the HUN-REN OOR, the OOR of the research institution, resolutions of the HUN-REN Governing Board, and regulations issued by the President or Director General of HUN-REN.
2. Central organisational units are professional and functional organisational units under the management, leadership and supervision of the President and Director General, performing network-level professional, strategic, management, coordination, planning, financial and operational support tasks serving HUN-REN's objectives and mission, based on the HUN-REN Act, the HUN-REN founding charter, Governing Board resolutions, HUN-REN internal regulations and other legislation, but are not research institutions with independent legal personality operating under the HUN-REN Act.
3. The HUN-REN FI OOR includes the main text, annex and appendices. The annex and appendices may not contain provisions contrary to the main text. In such case, the main text provisions prevail.

1. .

- a) Public Duty Financing Contract (PDFC) Tasks: covering all internal and external data provision and communication tasks related to the fulfilment and review of the PDFC, the network-level elements of science strategy, as well as scientific reporting and coordination within the network, and ensuring the related processes within the Research Institute in accordance with the guidance of HUN-REN's central organisational units and in cooperation with them.
- b) Internal Control System Tasks: covering the establishment and operation – taking into account legislation and HUN-REN internal regulations – of the control environment, risk management system, control activities, information and communication system, and monitoring system applicable at all levels of the Research Institute.

CHAPTER VI.

CLOSING PROVISIONS

1. Amendments to the HUN-REN FI OOR – following consultation with the Director General – shall be submitted by the President of HUN-REN to the HUN-REN Governing Board for approval as necessary. The Director General may also initiate an amendment a HUN-REN with the President of HUN-REN by sending the proposed text.
2. Based on Section 11(3) of the HUN-REN Act, the HUN-REN Governing Board authorises the Director General of HUN-REN FI to, with the written consent of the President and Director General of HUN-REN – in order to ensure effective operation and management and organisational adequacy for new tasks – amend the Annex and/or HUN-REN FI OOR appendices as necessary. Such amendments shall be issued by the Director General in a decision. The authority delegated to the Director General does not affect the right of the Governing Board to – with temporary withdrawal of the authority – a HUN-REN FI amend the Annex or appendices by its own resolution. The Director General is obliged to ensure the publication of the current HUN-REN FI OOR in consolidated form on the HUN-REN FI website and its transmission to the Director General of HUN-REN.
3. The Annex to the HUN-REN FI OOR contains detailed rules on the organisation, organisational units, governing bodies and committees of HUN-REN FI.
4. Rules of procedure for organisational units, governing bodies and committees may be established by the Director General in a policy. Where adoption is within the competence of the governing body, the consent of the Director General is required.
5. Upon the entry into force of these HUN-REN FI OOR, the OOR adopted on 18 April 2024 shall cease to be in force.
6. Upon adoption of these OOR, internal regulations issued on or before 18 April 2024 shall remain in force until their amendment or repeal. If amendment is necessary, the Director General shall ensure this.
7. These HUN-REN FI OOR shall enter into force on 1 April 2026, except for OOR Chapter I Section 7.§ 13., which shall enter into force on 1 January 2027.

Budapest, 2026. 25 March

HUN-REN FI Annex to the Organisational and Operational Regulations:

Detailed rules on the organisation, organisational units, governing bodies and committees of HUN-REN FI (abbreviated: Annex to the HUN-REN FI OOR)

FI Appendices to the Organisational and Operational Regulations:

HUN-REN FI OOR, adopted by the HUN-REN Governing Board: 25 March 2026.

2. Annex No. 1: Organisational chart of HUN-REN FI
3. Annex No. 2: On the delegation of certain employer rights of the Director General of HUN-REN FI employer rights
- Annex No. 3: List of scientific research groups operating within HUN-REN FI

ANNEX

a HUN-REN Institute for Earth Physics and Space Science to the Organisational and Operational Regulations

HUN-REN INSTITUTE FOR EARTH PHYSICS AND SPACE SCIENCE ORGANISATION, ORGANISATIONAL UNITS, GOVERNING BODIES AND COMMITTEES DETAILED RULES

CHAPTER I

HUN-REN FI ORGANISATIONAL STRUCTURE

1.§ HUN-REN FI Organisational units

1. HUN-REN FI scientific HUN-REN FI consists of scientific clusters, scientific organisational units, and operational organisational units.scientific
2. The scientific clusters of HUN-REN FI are under the management and supervision of the Director General, headed by cluster heads:
 - a) Earth Physics Cluster
 1. Kövesligethy Radó Seismological Observatory (KRSZO), comprising:
 - a. Hungarian National Seismological Network
 2. Sopronbánfalva Observatory
 - a. Alomhegy Observatory
 - b. Mura-Mürz Observation Network
 3. Integrated Geodynamic Stations
 - b) Geospace Science Cluster
 1. Széchenyi István Geophysical Observatory
 2. Zero Magnetic Field Laboratory
 3. Tihany Geophysical Observatory,
 - a. EMMA stations maintained by HUN-REN FI
 - b. Geomagnetic AReference Network
 3. Operational organisational units under the management and supervision of the Director General:

- a. via the Director General's Secretariat and Operations Division
 - b. Finance Division
4. The organisational chart of HUN-REN FI is contained in Annex No. 1 to the HUN-REN FI OOR.
 5. The scientific research groups operating within HUN-REN FI are listed in Annex No. 3 to the HUN-REN FI OOR

CHAPTER II

TASKS OF THE DEPUTY DIRECTOR GENERAL

1. The Deputy Director General assists the Director General in performing their tasks and their responsibilities in this regard include in particular:
 - a) coordinating work within the Research Institute and preparing decisions of the Director General and, in support of the Director General's tasks, contributing to matters relating to scientific strategy, definition of research priorities, research exploitation and the researcher career path, and ensuring their implementation;
 - b) coordinating and, where necessary, monitoring the research work of research units, and the implementation and execution of research plans;
 - c) coordinating the Research Institute's relations with domestic and international partners, including organising events and conferences;
 - d) coordinating the Research Institute within the performance measurement and evaluation system and the scientific advancement system and scientific quality assurance activities, and continuously evaluating the development of the researcher career path;
 - e) facilitating and following the meetings and results of governing bodies and committees operating in the Research Institute;
 - f) participating in public relations, in promoting science and research, and in communication.

CHAPTER III

TASKS, OPERATION AND MANAGEMENT OF THE ORGANISATIONAL UNITS OF HUN-REN FI

and their heads

1. Within HUN-REN FI, a thematic area cluster conducts basic and applied research in the main topics of its scientific field and carries out development activities. The task of the thematic area clusters – taking into account the objectives and mission defined in the HUN-REN Act – is to organise and implement scientific research in their field, to record, exploit and research results, to contribute to developing the next generation of researchers, and to participate in obtaining and lawfully using research funding and accounting for its use.
2. The thematic area cluster is headed by the cluster head. The cluster head performs their work under the management and supervision of the Director General. The thematic area

clusters are coordinate with each other and carry out their activities in a mutually complementary and synergistic manner.

3. The thematic area clusters consist of scientific organisational units (laboratory, observatory, etc.). Within the thematic area clusters, the scientific organisational units are coordinate with each other.
4. The tasks of the thematic area clusters – in line with the objectives and mission of HUN-REN – include, in particular, the institute-level implementation of the Research Institute's scientific tasks:
 - a) preparing, scheduling and implementing the scientific strategy, research objectives, key thematic priorities and research plans of the thematic area clusters, making proposals on strategy and conceptual issues for their scientific field;
 - b) conducting research in the main research fields defined in the Research Institute's founding charter, along approved research plans under HUN-REN regulations, and fulfilling the obligations set out in the PDFC;
 - c) promoting the use of modern technologies along the latest methodological and technological principles;ha
 - d) facilitating and promoting the utilisation of scientific research results;
 - e) maintaining contact with international scientific institutions, strengthening international visibility, expanding international cooperations, organising and participating in international events;
 - f) preparing research and cooperation agreements;
 - g) exploiting grant opportunities, participating professionally in grants, exploiting grantobligations arising from the use of grant funds in accordance with contracts;
 - h) operating the quality assurance system of scientific research and complying with and enforcing the requirements of professional control;
 - i) creating scientific publications and other research results and encouraging and facilitating their publication at professional forums in prestigious domestic and international journals and books;
 - j) disseminating results, promoting science, informing the public, and organising and initiating programmes for this purpose;
 - k) participating in the professional development of the Research Institute's researchers, in applying and promoting the researcher career path model, in developing the next generation of researchers, in doctoral and higher education programmes; and creating the economically efficient conditions for research;
 - l) Research Institute protecting assets entrusted to or owned by the Research Institute;
 - m) efficient operation and development of the research infrastructure belonging to the Institute;
 - n) preservation and utilisation of tangible assets;
 - o) participating in the Institute's communication processes and preparing professional content for communication purposes.
5. The thematic area cluster head exercises employer rights over employees working in the scientific institute in accordance with the provisions of Annex No. 2 to the HUN-REN FI OOR. The cluster head directly manages and supervises the coordinators of their research groups, and certain employees according to the Director General's or their own decision made in consultation with the Director General. The thematic area cluster head proposes persons for the role of coordinators of the observatories, laboratories and observation

networks belonging to the cluster, who carry out their activities under the leadership of the thematic area cluster. HUN-REN FI OOR independent organisational units directly supervised by the Director General, the heads of independent scientific research groups, and the employees directly supervised by the Director General.

6. The thematic area cluster head leads and directs the activities of the thematic area cluster. In this context, in particular:

- 1.1. Research Institute defining, in line with the objectives and tasks of the Research Institute, thematic area the scientific strategy, research objectives thematic priorities, and planning and directing the scientific research activities of the thematic area cluster, and organising, directing and monitoring their purposeful, effective and economical implementation;
- 1.2. preparing the thematic area thematic area cluster's research plans, encouraging and monitoring their implementation, and ensuring the proper and efficient operation of the research infrastructure;
- 1.3. assisting and encouraging the achievement of performance objectives at institute level;
- 1.4. participating in the annual determination and fulfilment of commitment values related to the Research Institute's PDFC performance indicators, and participating in the PDFC monitoring process;
- 1.5. facilitating and promoting the utilisation of scientific research results; promoting professional participation in grants, to exploit grant opportunities, and performing tasks related to the contractual organisation and implementation of obligations arising from the use of grant funds;
- 1.6. encouraging the use of modern technologies along the latest methodological and technological principles;
- 1.7. maintaining contact with domestic and foreign researchers and organisations, deepening and expanding international relations and cooperations in the Institute's scientific field, encouraging international activities, organising events and participating in them, authorising professional foreign travel of Institute researchers, with prior approval of the Director General if the Research Institute's financial resources are used;
- 1.8. participating in the annual determination and fulfilment of commitment values related to the Research Institute's PDFC performance indicators, and participating in the PDFC monitoring process; Research Institute participating in the professional development of the Research Institute's researchers, in applying and promoting the researcher career path model, monitoring and evaluating performance, and applying quality assurance requirements;
- 1.9. monitoring and reporting from employees directly managed;
- 1.10. making proposals on the establishment, modification or termination of employment relationships of thematic area cluster employees, and exercising employer rights by decision of the Director General or other employer rights defined in employment rules;
- 1.11. ensuring full compliance with work discipline;
- 1.12. facilitating the scientific further development of cluster employees, with particular attention to obtaining scientific degrees and developing language skills;
- 1.13. participating in ensuring the next generation of researchers, in particular supporting young researchers and scholarship holders, and in doctoral and higher education programmes; contributing to the public presentation of the thematic

- area cluster's professional work and informing the written and electronic press in accordance with HUN-REN's communication guidelines;
- 1.14. ensuring the lawful, proper and economical use of assets held in or under the custody of the thematic area cluster, and of the resources entrusted to it;
 - 1.15. preparing the thematic area scientific contracts of the thematic area cluster in cooperation with the Head of Finance and submitting them to the Director General for approval;
 - 1.16. regularly reporting on the thematic area scientific work and fulfilment of the research programme of the thematic area cluster, and preparing work plans and providing data;
 - 1.17. making proposals to the Director General on Research Institute professional, financial and operational matters affecting the Research Institute as a whole;
 - 1.18. being responsible under applicable legislation for the fulfilment of obligations and for the professional and complete execution of ad hoc assignments from the Director General.

7. Further detailed rules on the thematic area cluster may be established in rules of procedure issued as a Director General's policy, which shall include, among other things, the order of substitution of the scientific cluster head and employees within the Institute. The cluster head is obliged to notify the Director General and the Head of Finance of the person substituting for them. The independent organisational units directly supervised by the Director General, the heads of independent scientific research groups, and the employees directly supervised by the Director General. The Director General and the Head of Finance of the person substituting for them.

2.§ Earth Physics Cluster

1. The primary disciplinary focal points of the Earth Physics Cluster:
 - a) seismology
 - b) lithosphere physics
 - c) Earth observation
 - d) geodesy
 - e) geodynamics
 - f) tektonics
 - g) geoenergy
2. Public services primarily provided by the Earth Physics Cluster:
 - a) Operation of the Hungarian National Seismological Network (HNSN)
 - b) Satellite and Observatory Earth Observation
 - c) Integrated Geodynamic Stations operation

3.§ Observatories and measurement networks of the Earth Physics Cluster:

3.1.§ Kövesligethy Radó Seismological Observatory (KRSO)

Tasks of the Observatory:

- operates the Hungarian National Seismological Network (HNSN);

- operates an infrasound measurement station and a general measurement station at Piskés-tető, which plays an important role in distinguishing nearby and distant explosions, mine blasts and other phenomena emitting acoustic signals;
- tagiparticipating in international seismological organisationsnek (ISC, ESC, EMSC and ORFEUS);
- participates in the EFEHR consortium, which is responsible for the harmonisation of European earthquake hazard and risk models;
- is a member of CE3RN (Central and Eastern European Earthquake Research Network) and the Central and Eastern European Infrasound Network;
- maintains a professional on-call service and, in the event of a perceptible earthquake, notifies the National Directorate General for Disaster Management (OKF), the Hungarian News Agency (MTI) and the public through print, electronic (radio, television) and online (website, Facebook) media;
- participating in the work of the national earthquake engineering committee and the interministerial working group coordinated by OKF, which prepares the national disaster risk assessment to be submitted to the European Commission.

3.1.1§ Magyar Nemzet Seismological Network

The Hungarian National Seismological Network (HNSN) tasks:

- continuous monitoring of earthquakes;
- determination of the location and other important parameters of earthquakes;
- collection of the effects of detected earthquakes;
- research into seismicitythe seismicity, structure and geodynamic processes of the region;
- interpretation and analysis of the background of active deformations.

3.2 § Sopronbánfalva Observatory

Sopronbánfalva Observatory tasks:

- long-term, undisturbed operation of measuring instruments developed for observing crustal deformations, typically with nanohigh resolution;
- recording measurement time series and databases and further processing primarily for geodynamics research purposes;
- STS2 seismometer, a 20 m long extensometer, a nanoradian resolution 2D Lippmann-type tiltmeter, an Alphaguard radon detector and a tide-recording gravimeter operation;
- data provision; hydrogen detector system and a muograph device installation and instrument testing purposes.

3.2.1 § Alomhegyi Measurement Tower

The measurement tower is the relay station of the internal wireless communications system connecting the Institute's Sopron sites (SZIGO, SOPGO) with the FI's main Sopron building.

3.2.2 § Mura-Mürz Observation Network

Tasks of the network:

- supplementing measurements of the Austrian and Hungarian seismological networks operating in the area with rock tilt time series;
- recording data from Lippmann2D tiltmeters operating at the stations.

3.3 § Integrated Geodynamic Stations

The Integrated Geodynamic Stations' tasks:

- complex, multi-parameter observation and long-term monitoring of lithospheric and near-surface processes, with particular attention to geodynamics, szeizmotektonikai, geochemical and environmental interactions;
- continuous measurement and analysis of seismic, deformation and environmental parameters characteristic of the central part of the Carpathian–Pannonian region (Badacsonytördemic station);
- observation of processes related to fluid emission observable in the Carpathian Bend area and the associated seismicity and surface movements (Covasna integrated station);
- data collection for basic research purposes, adatsere and international observation networks;
- data provision for the domestic ICOS and EPOS ERIC networks.

4.§ Geospace Science Cluster

1. The primary disciplinary focal points of the Geospace Science Cluster:

- a) space research
- b) sun physics
- c) geomagnetism
- d) atmospheric physics
- e) space geodesy

2. Public services provided by the Geospace Science Cluster:

- a) space weather observation and forecasting;
- b) geomagnetic monitoring;
- c) atmospheric physics monitoring;

5.§ Geospace Science KlaszterCluster observatories, laboratories and measurement networks

5.1§ Széchenyi István Geophysical Observatory (SZIGO)

A SZIGO feladatai:

- Continuous high-resolution monitoring of the terrestrial magnetic field and near-surface space;
- continuous measurement of multiple closely related geophysical and atmospheric parameterse;
- a tellurikus (geoelektromoshigh-sensitivity) bidirectional electrode system observations tracking temporal changes in the natural underground electric field;

- providing basic information on the electrical conductivity of the Earth's crust and induction processes of geomagnetic origin; (a investigation of the terrestrial electromagnetic environment and deep structural conditions, and study of the effects of space weather processes on surface infrastructure);
- a DPS-4D type digisonde operation and regular ionospheric sounding using high-frequency radio waves;
- atmospheric electricity measurements (for research into global thunderstorm activity, lightning activity and the electrical state of the atmosphere);
- VLF-range measurements for investigating state changes in the lower ionosphere and electromagnetic phenomena related to lightning activity;
- continuous meteorological observations (temperature, humidity, wind, precipitation, air pressure) for interpretation of geophysical and atmospheric data series.

5.2 § Zero Magnetic Field Laboratory

- Zero Magnetic Field Laboratory (Zero Magnetic Field Laboratory, ZBL) research infrastructure operation;. Its task is to provide a controlled environment for high-precision magnetic measurements, sensor calibration and magnetically sensitive physical, materials science and biophysical experiments;
- testing and calibration of ultra-sensitive magnetometers, and investigation of the effect of magnetic field on material structural processes, additive metal manufacturing, and living systems;
- providing an innovation and applied research platform environment;
- supporting basic research objectives and industrial, defence and biotechnology cooperations;
- connecting to the national geomagnetic observation and metrology activities of HUN-REN FI.

5.3 § Tihany Geophysical Observatory

Tasks of the Observatory:

- Tasks of the Observatory: measurement of the terrestrial magnetic field and its changes as accurately and continuously as possible;
- ensuring the measurement environment;
- data collection; data provision and data processing;
- participation in the INTERMAGNET (International Magnetic Observatory Standards) network examining changes in the European terrestrial magnetic field;
- providing data for defence, civil aviation with declination and magnetic anomaly data for mapping and navigation purposes;
- providing Tihany magnetic data for global magnetic field models (IGRF (International Geomagnetic Reference Field), a WDMAM (World Digital Magnetic Anomaly Map) and models used by space missions (CHAOS, POMME, MF5 etc.), and for separate main field, crustal field and other magnetic models.).

5.3.1§ EMMA stations maintained by HUN-REN FI

1. Participation in the European Meridian Magnetometer Array (EMMA) (European quasi-Meridional Magnetometer Array, EMMA), operation of three of the 25 stations (Vihnye, Slovakia; Tihany; Lonjsko Polje, Croatia).

HUN-REN FI OOR, adopted by the HUN-REN Governing Board: 25 March 2026.

2. Tasks of EMMA stations maintained by HUN-REN FI:

- monitoring ULF waves and plasmosphere density;
- providing real-time plasmosphere density data based on observations for the European Space Agency's Space Weather Service Network.

5.3.2 § Geomagnetic Reference Network

Geomagnetic Reference network tasks:

- network measurements for producing a comprehensive model of the main field and, on a regional scale, the crustal field;
- production of national geomagnetic normal field models and associated maps from the results of measurement campaigns, and provision of data and maps;
- Fields of application:
 - o raw material exploration;
 - o air traffic control (both military and civil);
 - o creation of main field, crustal field and other geomagnetic models.

6. § Research groups

1. Research groups not classified into a scientific division may operate under the direct management of the Director General, or the cluster head. Individual research groups are coordinate with each other.

2. Research groups are established for the performance of a specific research task and for a specific duration; the group consists of at least 4 researchers.

3. Tasks of research groups include in particular:

- a) preparation, scheduling and implementation of institute research projects and research plans covered by the research group;
- b) conducting scientific research in the main research fields defined in the Research Institute's founding charter, along research plans approved in accordance with HUN-REN regulations;
- c) maintaining contact with international scientific institutions;
- d) participating in the preparation of research and cooperation agreements;
- e) professional participation in grant applications; and the contractual implementation of obligations arising from the use of grant funds;
- f) dissemination of the research group's research results, promotion of science, with particular attention to informing the public;
- g) creating scientific publications and other research results and encouraging and facilitating their publication at professional forums, in prestigious domestic and international journals and books;
- h) participating in the Research Institute's science popularisation programmes, occasionally organising independent programmes;
- i) participating in developing the next generation of domestic researchers;
- j) facilitating and promoting the social and economic exploitation of scientific results.

4. Among research groups, a priority research group is one of great significance with a substantial budget relative to FI's central support funding (e.g. Lendület, ERC, ESA, EU-funded projects), which conducts its activities predominantly using financial resources from outside the Research Institute, within a grant project or other external contract. The priority research group classification is approved by the Director General based on a proposal from HUN-REN FI FISC.
5. The research group is headed by the research group coordinator. The research group coordinator performs their work under the management and supervision of the scientific cluster head., Employer rights over them – except, where the HUN-REN FI OOR provides otherwise – are exercised by the Director General. Only a researcher holding a scientific degree, engaged in scientific activities and having scientific publications may be entrusted with leading a research group.
6. The research group coordinator is responsible under applicable legislation, HUN-REN internal regulations, the HUN-REN FI OOR and the Research Institute's internal regulations for the fulfilment of their tasks and obligations, and for the professional and complete execution of the Director General's ad hoc assignments.
7. The monitoring activities of the research group coordinator extend, beyond the professional management of research tasks, to the enforcement of working schedule and procedural rules within the research group under their management.
8. Tasks of research group coordinators include in particular:
 - a) contributing, based on the instructions of the Director General or Deputy Director General, to the formation of scientific objectives, business plans and budgets, research directions and concepts of the scientific division;
 - b) contributing to the fulfilment of research plans and contractual obligations;
 - c) organising, directing and monitoring the purposeful, effective and economical completion of tasks of the research group under their management;
 - d) directing, monitoring and reporting from employees belonging to the research group, both regarding research tasks and working schedule and procedural requirements;
 - e) preparing the research plans of the research group;
 - f) contributing to the organisation and performance of research-related and other administrative tasks;
 - g) regular reporting and data provision on the research group's scientific work and fulfilment of its research programme;
 - h) ensuring full enforcement of work discipline;
 - i) monitoring compliance with occupational health and fire safety requirements and regulations;
 - j) being obliged, in the performance of their tasks, to comply with the rules of independent and responsible group-level financial management in accordance with their employment contract and job description;
 - k) performing any other tasks assigned to their remit by the director in the job description or by individual instruction.

CHAPTER II

HUN-REN FI OPERATIONAL ORGANISATIONAL UNITS – TASKS, OPERATION AND MANAGEMENT

Operational organisational units operating under the management and supervision of the Director General

1.§ Director General's Secretariat and Operations

1. Director General's Secretariat and Operations Division is an independent organisational unit headed by the Secretariat Head. A Director General's Secretariat and Operations Division The Director General directs and supervises the activities of the Head of the Director General's Secretariat and the Operations Department..
2. Director General's Secretariat and Operations's tasks include in particular::
 - 2.1. assisting the Director General's work, organising meetings and public appearances, contributing to ensuring the smooth operation of the Research Institute;
 - 2.2. secretarial preparation of Director General decisions and coordination of the Research Institute's administrative activities; being responsible for document management;cument management and establishing related rules;
 - 2.3. performing general institutional coordinator tasks, ensuring the preparation and conduct of the Research Institute's governing bodies' meetings and – where necessary – committee meetings; supporting cooperation between organisational units; initiating consultations;
 - 2.4. being responsible, in light of HUN-REN's prior written guidance, for the process of adapting and integrating enterprise management systems to be introduced across the HUN-REN network to the Research Institute, and for signalling any problems;
 - 2.5. cooperating with the Finance Division, the scientific cluster heads, and with HUN-REN management and central organisational units;
 - 2.6. assisting grant processes and coordinating information, data reporting and reports to be prepared for HUN-REN and other organisations;
 - 2.7. directing and participating in the preparation of information and reports required for HUN-REN and other organisations, contributing to Research Institute and its institutes' scientific relations;
 - 2.8. operating and developing the Research Institute's internal and external communication;
 - 2.9. directing and coordinating tasks related to research management, the publication repository and scientific administration;
 - 2.10. performing coordination tasks related to research data management and ensuring preparation of the policy on research data management;
 - 2.11. preparing the Research Institute's informational publications;
 - 2.12. maintaining records of the Research Institute's scientific publications and citations, and ensuring preparation of appropriate reports;
 - 2.13. operating the reception (gate) and access control system,tand performing basic security tasks; handling postal and laundry services;
 - 2.14. managing Research Institute relocations;
 - 2.15. ensuring catering services;
 - 2.16. performing technical tasks: operation of research buildings and observatories (building engineering, electrical maintenance, pest, rodent and insect control);

- 2.17. monitoring relevant legislation, making proposals where necessary for amendments to Research Institute policies;
- 2.18. performing tasks related to the specialist literature collection;
- 2.19. performing Research Institute IT tasks: continuous support for the operation of IT and communication equipment (help desk), operation and maintenance of central IT and infocommunication equipment, provision of IT services and consultancy, protection of Research Institute IT security, support of access control and security systems, planned development of the Research Institute's IT system taking into account the Research Institute's needs and technological developments, and making proposals and supporting management decisions thereon;
- 2.20. performing the Research Institute's HR, grant and legal tasks.

2. § Finance Division

1. The Finance Division is headed by the Head of Finance, who performs their tasks under the direct management and supervision of the Director General or the Deputy Director General.
2. The Finance Division's tasks include in particular:
 - a) tasks related to financial management, bookkeeping and compliance with accounting rules in respect of the Research Institute's annual business plan and budget;
 - b) tasks related to reporting, prescribed data provision and process-integrated control;
 - c) tasks related to investment, use, exploitation and protection of assets in the area of asset management in connection with the operation of the Research Institute;
 - d) enforcement of internal regulations on financial management, control and data provision related to business planning and budgeting;
 - e) compliance with HUN-REN internal regulations and following the rules in all of the above.
3. The Head of Finance's task is to direct and control HUN-REN FI's financial and management activities, in particular to perform financial and management planning, implementation, reporting, procurement, public procurement, bookkeeping, control, asset management, public service and commercial activity tasks related to the Research Institute's operation and running – in accordance with legislation and HUN-REN internal regulations. independent organisational units directly supervised by the Director General, the heads of independent scientific research groups, and the employees directly supervised by the Director General.'s tasks include in particular:
 - 3.1. representing the Research Institute before HUN-REN, authorities, other bodies and private individuals in financial, labour and welfare matters, in accordance with the Director General's decision and the Finance Division's;
 - 3.2. tasks related to financial management, bookkeeping and compliance with accounting rules in respect of the Research Institute's annual business plan and budget;
 - 3.3. tasks related to reporting, prescribed data provision and process-integrated control;
 - 3.4. tasks related to investment, use, exploitation and protection of assets in the area of asset management in connection with the operation of the Research Institute;

- 3.5. enforcement of internal regulations on financial management, control and data provision related to business planning and budgeting;
- 3.6. compliance with HUN-REN internal regulations and following the rules in all of the above.
- 3.7. tasks related to financial management, bookkeeping and compliance with accounting rules in respect of the Research Institute's annual business plan and budget; tasks related to reporting, prescribed data provision and process-integrated control;
- 3.8. maintaining and enforcing financial discipline for budget implementation, fulfilling financial obligations and enforcing claims;
- 3.9. coordinating financial management tasks related to cash and tangible assets;
- 3.10. preparing for decision financial and economic internal regulations of the Research Institute;
- 3.11. establishing and operating the accounting rules and related accounting policy in accordance with internal regulations;
- 3.12. organising document order and document discipline within the framework of HUN-REN internal regulations;
- 3.13. financial countersignature in accordance with relevant internal regulations;
- 3.14. timely preparation of drafts required for other economic data reporting (e.g. budgets, requests for additional support, statistical reports) prescribed by legislation, internal regulations or external bodies (KSH, MNB, NAV etc.), and participating in Research Institute business planning and budget preparation tasks and compiling reports;
- 3.15. participating in compiling the financial sections of research plans and grant applications;
- 3.16. regular data provision to Research Institute organisational units on the use of their available financial frameworks;
- 3.17. taking action based on findings from audits, in consultation with the Director General;
- 3.18. making proposals where necessary for amendments to the Finance Division rules of procedure;
- 3.19. supporting audits conducted by external bodies, HUN-REN's internal audit and the HUN-REN Supervisory Board, and preparing and making available the necessary documents and records;
- 3.20. payroll calculation for Research Institute employees and timely, accurate transfer of wages;
- 3.21. ensuring up-to-date cooperation and contact with the HUN-REN manager and organisational unit responsible for financial management tasks, other authorities, offices and partners;
- 3.22. cooperating with the Research Institute's other managers.

3.§ Roles of fundamental importance for the HUN-REN Network and the Research Institute

2. The Director General is obliged to ensure that positions or tasks of fundamental importance for the Research Institute and the network as a whole are filled or performed within the organisation, either as independent positions or as designated tasks of a given employee. Beyond the positions and tasks listed in this point, the Director General of HUN-REN is authorised by decision to designate further ones. Taking into account the

network significance of the individual tasks, the detailed rules, conditions, expectations and the order of contact applicable to their performance may be established by the Director General of HUN-REN by decision.

- a) Innovation Manager: deals with the management of intellectual creations and intellectual property protection at the Research Institute, performs tasks defined in HUN-REN's intellectual property management regulations; professional guidance for their activities is provided by the head of HUN-REN's innovation manager network.
- b) IT Security Officer: responsible for the security of the electronic information system operating at the Research Institute and for performing tasks related to the protection of all electronic information systems operating there; professional management of their activities is provided by HUN-REN's Chief IT Security Officer.
- c) Research Data Steward: feladata supporting research data management, in particular liaison, consultancy and availability on research data management issues for Research Institute researchers, and sharing research data management knowledge; participating in the HUN-REN data steward network. Professional management of the data steward's activities is provided by the head of HUN-REN's data steward network.
- d) Data Protection Liaison: liaison with the data protection officer jointly designated by HUN-REN and the Research Institute – in accordance with HUN-REN's relevant internal regulations – including in particular collection and transmission of information on the Research Institute's data processing activities, immediate notification of data protection incidents, and facilitating the application and compliance with internal data protection rules and procedures. Note: the Research Institute's data protection liaison is not a data protection officer within the meaning of the GDPR.
- e) Communications and Public Relations: planning, organising and implementing the Research Institute's internal and external professional communication, clear and credible presentation of the Research Institute's professional activities and results, and maintaining press and media relations. Ensuring use of the unified arculatidentity established by HUN-REN, content management of the Research Institute's website and social media platforms, communication support for events and public occasions, and fulfilling communication obligations related to domestic and international projects in accordance with HUN-REN's internal communications regulations. Participating in the network working group of HUN-REN's communications managers/staff and following the guidance of its leader.
- f) AI Ambassador: promoting and supporting the application of the latest technologiesnak ain research, promoting the tools provided within the HUN-REN AI4Impact programmeand supporting their introduction, organising internal training, AI supporting research projects requiring. Participating in HUN-REN's AI ambassador network and following the professional guidance of its leader.
- g) Grant and Project Management: covering the totality of institutional coordination of grant and project activities, and maintaining contactwith HUN-REN's central organisational units for the purpose of preparing, submitting and implementing successful grant applications of the Research Institute and their financial and professional management. Participating in HUN-REN's grant and project management network and following the professional guidance of its leader.

V. CHAPTER

RESEARCH INSTITUTE GOVERNING BODIES, COMMITTEES AND OTHER CONSULTATIVE FORUMS– DETAILED RULES

RESEARCH INSTITUTE Detailed Rules on Governing Bodies

1.§ Management Meeting

1. Management Meeting (hereinafter: MM) – is a body of the Research Institute's managers, assisting the Director General in matters relating to the Research Institute's operation and activities, with advisory and proposal-making authority. The MM's opinions and proposals are not binding on the Director General.
2. The MM's task is to support, with its proposals and opinions, the effective activities, efficient operation in fulfilment of HUN-REN Act and founding objectives and mission, and HUN-REN FI OOR the fulfilment of tasks defined in the HUN-REN FI OOR, scientific research, innovation and their social and economic utilisation, and to assist the Director General Research Institute in matters of Research Institute operation and management. Its task is to participate in developing the Research Institute's objectives, research strategy and research priorities; in developing plans for achieving Research Institute research performance indicator commitments and creating conditions for their fulfilment; encouraging research excellence; facilitating scientific results; attracting and encouraging research funding; fulfilling innovation objectives; strengthening international relations; and facilitating the application of modern technologies – including artificial intelligence – in research. Any matter relating to the Research Institute's activities and operation may be discussed at the MM.
3. The standing members of the MM are: the Director General, the Deputy Director General, the thematic area cluster heads, senior scientific advisor(s), priority research group coordinators, the representative of young researchers (up to 7 active years from obtaining a PhD), the Head of Finance and the Head of the Director General's Secretariat and Operations Division. Depending on the agenda item, other employees or persons invited by the Director General may participate with advisory rights. The MM may also meet in extended format at the Director General's discretion.
4. The Director General convenes MM meetings with indication of the agenda. MM meetings are chaired by the Director General, or in case of impediment by the Deputy Director General, or by one of the standing member.
5. The Director General designates a staff member to perform MM secretarial tasks, who is the MM Secretary. Materials related to the MM agenda and the minutes of MM meetings are sent electronically by the Director General – via the MM Secretary – to the standing members and those invited to the meeting. The general rules on document management apply to documents related to MM meetings, with the MM VE Secretary being responsible for their proper application.

6. The Director General informs Research Institute employees and HUN-REN management as necessary about the MM meeting's agenda and findings.

2.§ Scientific Council

1. The Director General is assisted by governing bodies or committees with advisory and proposal-making authority on matters relating to the Research Institute. The Research Institute is supported by the HUN-REN FI Scientific Council (FISC) with proposal-making and advisory authority on strategic questions related to the Research Institute's scientific, research and innovation activities. HUN-REN FI Scientific Councils (hereinafter: FITT).
2. The FISC assists in developing the Research Institute's scientific and research strategy with its proposals and opinions, may make proposals for expanding or narrowing scientific fields, and may initiate new research, which may contribute to defining requirements for employees working in scientific positions at the Research Institute and to the qualification procedure for scientific staff applying for scientific qualification. Research Institute defining requirements for employees working in scientific positions at the Research Institute and to the qualification procedure for scientific staff applying for scientific qualification.
3. The standing members of the FISC are: aThe standing members of the FISC are: the Director General, Deputy Director General, thematic area cluster heads, coordinators of research groups and priority research groups, torand the representative of young researchers. The FISC President is elected by FISC members for a fixed term as described in the procedure.
4. The FISC meets as necessary but at least twice per year. FISC meetings are convened – in coordination with the Director General – by the FISC President at least twice per year. At the Director General's initiative, a FISC meeting must be convened.

3.§ Intellectual Property Committee

1. The advisory body of the Research Institute on the management and exploitation of intellectual creations is the Intellectual Property Committee (IPC). The rules on the operation, and delegation of members of the IPC are determined by HUN-REN's and the Research Institute's intellectual property management regulations. The IPC members include at least the Research Institute's current innovation manager and two members delegated by the Director General. The Director General of HUN-REN also participates in the IPC in person or through a representative. vesz participating in the work of the national earthquake engineering committee and the interministerial working group coordinated by OKF, which prepares the national disaster risk assessment to be submitted to the European Commission.

4.§ Representative of young researchers

1. The representative of young researchers (up to 7 active years from obtaining a PhD) delegated to the FISC and MM is elected by young researchers annually by vote.

HUN-REN FI OOR, adopted by the HUN-REN Governing Board: 25 March 2026.

2. The elected representative of young researchers designates their substitute upon request.

5.§ International Advisory Board

1. The work and supervision of the Research Institute may – depending on the Director General's decision – be supported by an International Advisory Board (IAB). The rules on its composition, invitation and appointment of members, and operation are determined by the Director General.

6.§ Industrial Advisory Board

The work of the Research Institute may – depending on the Director General's decision – be supported by an Industrial Advisory Board (IAB-I). The ITT rules on its composition, invitation and appointment of members, and operation are determined by the Director General.

7.§ Research Institute Consultative forums

1. The Director General Research Institute convenes Research Institute employees at least once a year for an all-staff meeting (Research Institute Research Institute Meeting, RM) and evaluates the previous period and informs on upcoming priorities.
2. Employees may also initiate the convening of the RM with indication of the agenda. For Research Institute matters affecting the Research Institute as a whole, upon the initiative of more than half of employees, and for scientific matters, upon the initiative of more than half of employees in scientific positions, the Director General is obliged to convene the RM.
3. The RM is the public forum of the Research Institute, in which employees employed at the Research Institute are entitled to participate. The purpose of the RM is to provide an opportunity for discussion of matters affecting the Research Institute as a whole and – if necessary – for the Research Institute community to take a position. The meeting is convened by the Director General; the chair is the Director General or a senior employee designated by the Director General. An RM must be held at least once per year. The meeting also serves as the annual staff meeting, at which the Director General evaluates the previous year's work and presents the Research Institute's upcoming tasks. The Director General may convene an RM on any fundamental matter affecting the Research Institute as a whole where the Director General considers it necessary to allow the Research Institute community to express its opinion. If the agenda of an RM includes employee consultation on one or more decisions of the Director General, the express disagreement of at least 2/3 of Research Institute employees has suspensive effect on the Director General's decision. The Research Institute community may also initiate the convening of an RM or the inclusion of a matter on the agenda. For matters affecting the Research Institute as a whole, upon the initiative of more than 50% of employees, and for scientific matters, upon the initiative of more than 50% of the total number of researchers, the Director General is obliged to convene the RM.
4. Scientific cluster head and Research Institute employee meeting: cluster head convened by the thematic area cluster heads and the The thematic area cluster head exercises employer rights over employees working in the scientific institute in accordance with the provisions of Annex No. 2 to the HUN-REN FI OOR. The cluster head directly manages and supervises the coordinators of their research groups, and certain employees according to the Director General's or their own decision made in consultation with the Director General. The thematic area cluster head proposes persons for the role of coordinators of the observatories, laboratories and observation networks belonging to the cluster, who carry out their activities under the leadership of the thematic area cluster. invited by regular discussion of current issues relating to the Institute's activities and operation.

Fin Appendices to the Organisational and Operational Regulations:

1. Annex No. 1: Organisational chart of HUN-REN FI
2. Annex No. 2: On the delegation of certain employer rights of the Director General of HUN-REN FI employer rights
3. Annex No. 3: List of scientific research groups operating within HUN-REN FI